

Welcome to Record Book Training

Greenwood County 4-H

K-STATE
Research and Extension



Purpose/Objective of 4-H Record Books

- ▶ To learn how to set goals, how to make plans for action, and how to decide how well you did (evaluation).
- ▶ To learn the skills of record keeping and organization to use now and in the future.
 - ▶ Finances, taxes, health, immunizations, careers, scheduling
- ▶ To learn to communicate, prioritize, and summarize your project mastery and experiences
- ▶ To practice responsibility by completing a task
- ▶ To evaluate information that will market personal skills through future resumes and application forms.
- ▶ To allow 4-H members to tell how they have grown, what they have learned, where they came up short.
- ▶ To provide an opportunity for competition at higher levels.

Purpose/Objective of 4-H Record Books Continued

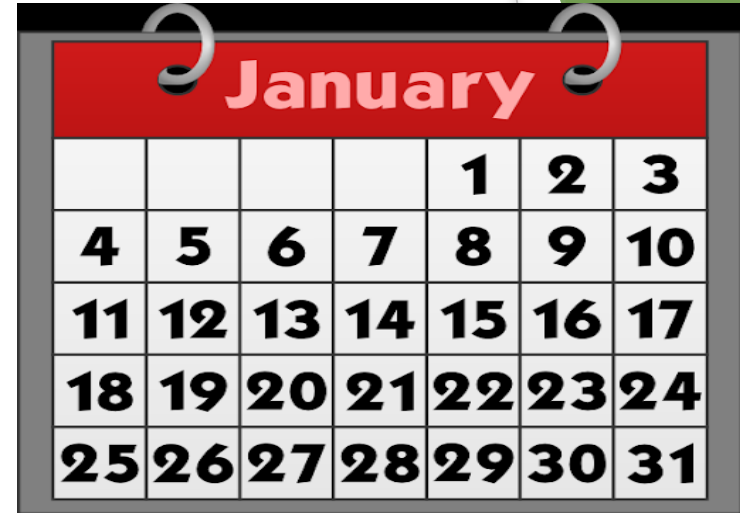
- ▶ As a county winner, Seniors (4-H age 14-18) have the chance to advance on to the Regional Project Award Screening
 - ▶ Only one youth per project area advances to Regionals
- ▶ Timeline:
 - ▶ Fall - Submit project reports to local clubs or office
 - ▶ January - Extension staff submits eligible project report winners to regionals
 - ▶ Before March 1 - Regional winners are submitted to state 4-H Office
 - ▶ April - State project report winners are announced
- ▶ State winners can attend National 4-H Congress
- ▶ Records matter! They make applying for college and scholarships so much easier

Goal Setting

- ▶ A goal is deciding what you want to do, learn, or accomplish with your project.
- ▶ Your goals should have four parts that allow you to measure and check your progress. The four parts of a good goal include:
 - ▶ 1. ACTION - How are you going to do something
 - ▶ 2. RESULT - What are you going to do. Be very specific!
 - ▶ 3. TIMELINE - When are you going to do it.
 - ▶ 4. WHO - Who is going to help you accomplish your goal.

Action	Result	Timetable	Who Will Help Me
I want to learn	about my bucket calf's nutritional needs	before county weigh-in.	Dad
I want to make	three nutritious snacks for the nursing home residents	by our June club meeting.	my project leader

Journaling As Things Happen



Reflecting - Looking Back

- ▶ What did you learn from your project(s)? How did you grow your project? Did you master any skills?
- ▶ Did you meet any of your goals? If so, how did you attain those? If not, what were some obstacles that might have prevented you from achieving your goals?
- ▶ How did your project change or grow within the year or from previous years?
- ▶ Did you serve in a leadership role?
- ▶ What impact did your involvement have on you, your club, or community?
- ▶ How have your project experiences influenced your future?
 - ▶ Career interests, leisure time

4-H Record Book Process

IMPORTANT: All forms must be downloaded before you begin filling them out. All sections should be included with no additional pages. Only turn in current 4-H year record. Keep all past years' records in a separate folder that can be added to year after year.

Place documents in a Green 4-H Record Book or a three prong folder.

All age divisions are specified based on 4-H age.

- ▶ **Juniors (7-9):**
 - ▶ Project Recognition Check Sheet
 - ▶ Copy of Personal Information Page
 - ▶ Permanent Record
 - ▶ Correct Project Form ([General](#) or [Animal](#))

4-H Record Book Process Continued...

- ▶ **Intermediates (10-13):**
 - ▶ Project Recognition Check Sheet
 - ▶ Copy of Personal Information Page
 - ▶ Permanent Record
 - ▶ Correct Project Form ([General](#) or [Animal](#))
- ▶ **Seniors (14-18):**
 - ▶ Project Recognition Check Sheet
 - ▶ Key Award Application if eligible
 - ▶ Copy of Personal Information Page
 - ▶ Permanent Record
 - ▶ Correct Project Form ([General](#) or [Animal](#))

Record Book Forms

State 4-H Youth Development Page

Greenwood County

[GWCO Extension Home](#)

[About](#)

[Agriculture](#)

[Lawn and Garden](#)

[4-H Youth Development](#)

[Joining 4-H](#)

[Cloverbuds\(5-6 year olds\)](#)

[Club Leader Resources](#)

[Volunteer Information](#)

[Newsletter](#)

[4-H Events & Activities](#)

[Sunny Hills Camp](#)

[Project Resources](#)

[Officers Resources](#)

[Greenwood Co Fair](#)

[Market Livestock Information](#)

[Record Books/Achievement Pins](#)

[4-H Ambassador Program](#)

[Horse Resources](#)

Record Books and Achievement Pins

About Record Keeping

The purpose of 4-H record keeping is to teach how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends. Youth are encouraged to select from a variety of alternatives to meet their individual record keeping needs and learning styles.

Objectives

1. To learn how to set goals, how to make plans for action, and how to decide how well you did (evaluation).
2. To learn the skills of record keeping and organization to use now and in the future.
3. To learn to communicate and summarize.
4. To learn responsibility by completing a task.
5. To evaluate information that will market personal skills through future resumes and application forms.

Record Book Process

VERY IMPORTANT: Before you begin to keep project record reports for the year, please make sure you have a current version of Adobe Reader DC. If you do not, you may download a free version, here: <https://get.adobe.com/reader/> . When you click on that link, the following screen will appear. "Uncheck" the 3 boxes in the middle column and click on the link circled in green to begin your download. Follow the prompts to download and install Adobe Acrobat Reader DC.

Resources

[Project Record Report Forms](#)

[Guide to 4-H Project Recognition](#)

Video Tutorials

[Getting Started with Your 4-H Record Keeping Efforts](#)

[Selecting Your 4-H Project Form](#)

[Starting Your 4-H Project Form](#)

Officer Books Score Sheets

[Historian Book Score Sheet](#)

[Reporter Book Score Sheet](#)

[Secretary Book Score Sheet](#)

[Treasurer Book Score Sheet](#)

Forms

Please note: when opening a form below, please open it and save it to your desktop or device before entering information. You must download or open the form, then "save as" or you run the risk of losing your work.

[Project Recognition Check Sheet](#) (fillable PDF)

[Personal Information Page](#) (fillable PDF)

[Permanent Record](#) (fillable Word)

[Project Report Form Evaluation Rubric](#) (PDF)

Project Record Report Forms

[Junior General Project Report Form](#) (ages 7-9) fillable PDF

[Junior Animal Project Report Form](#) (ages 7-9) fillable PDF

[Intermediate General Project Report Form](#) (ages 10-13) fillable PDF

[Intermediate Animal Project Report Form](#) (ages 10-13) fillable PDF

[Senior General Project Report Form](#) (ages 14-18) fillable PDF

[Senior Animal Project Report Form](#) (ages 14-18) fillable PDF

No More Kansas Award Portfolios!

4-H Project record Report Forms will replace the Kansas Award Portfolios (KAP). The 4-H Taskforce is excited to announce the launch of a new project based record keeping and award system for the new 4-H program year.

Regional Level: Submit a Check Sheet, Personal Information Page, Project Record Form, Cover Letter and Resume

State Level: Submit a Check Sheet, Personal Information Page, Project Record Form Cover Letter, Resume and Video

4-H Record Book Process Continued...

All record books are due to club leaders by the club deadline. Any books submitted after the club deadline may be accepted, but not judged.



Questions

Thank you for attending

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